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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Logistics Office

DATE: 17 September 1953

FROM : Chief, Inspection and Review Staff

SUBJECT: Weekly Activity Report

## 1. General.

### a. O & M Service Survey of DD/P Logistics Functions (continued item)

- (1) Survey of FE Division has been postponed at the request of FE Division. This Division will be covered after all other Area Divisions within DD/P.
- (2) Fact finding phase of survey of SR Division logistics functions was initiated 17 September 1953.
- (3) Statements of 16 logistics problem areas encountered during participation in this survey were discussed with division representatives concerned. A summary of the reactions of division representatives, together with an indication of action that has been taken or is contemplated in connection with each stated problem, was forwarded to the Chief of Logistics.

## 2. Projects and Studies in Process.

### a. Development of Inspection Check List (continued item)

- (1) Met with the Chief, Command Inspection Division, Office of the Inspector General, USAF, relative to policies, procedures and organization for conducting inspections and reviews of Air Force operations. Secured copies of pertinent Air Force Regulations and Investigations Manual which will be used in the development of Logistics Office inspections and reviews procedure. USAF representative suggested a visit to Norton Air Force Base in order to secure more detailed information relative to investigations and inspection techniques utilized in the various technical areas of logistics (e.g. procurement, stock control, storage and related activities).

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(2) Meeting was held with a representative of U.S. Army for the purpose of outlining information desired and ascertaining how this data may be secured.

b. Development of Inspection and Review Procedures and Operating Policies (continued item)

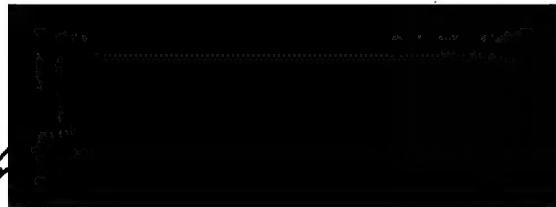
Prepared initial draft of a Logistics Office Instruction stating the mission, functions and procedures pertinent to operation of the Logistics Office, Inspection and Review Staff.

3. (5) Major Objectives.

a. Review of Logistics Office Organizational Elements (continued item.)

No change.

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